

## Exhibit 10-C Consultant Agreement Reviewers Checklist

**CONSULTANT AGREEMENT REVIEWERS CHECKLIST**

Date: \_\_\_\_\_  
 Agency Name: \_\_\_\_\_

Federal or State \_\_\_\_\_  
 Project Number: \_\_\_\_\_  
 Project Location: \_\_\_\_\_

**Project File Location****Tab/Page No.****I. SELECTION PROCEDURES ITEMS NEEDED FOR REVIEW**

- |  |                              |                                   |
|--|------------------------------|-----------------------------------|
| <b>A. DESCRIPTION OF NEED FOR CONSULTANT</b>                       | <input type="checkbox"/> YES | <input type="checkbox"/> NO _____ |
| <b>B. RECORDS OF PUBLICATION OF RFP OR RFQ</b>                     | <input type="checkbox"/> YES | <input type="checkbox"/> NO _____ |
| <b>C. SOLICITATION RECORDS</b>                                     | <input type="checkbox"/> YES | <input type="checkbox"/> NO _____ |
| <b>D. INDEPENDENT COST ESTIMATE (FOR CONTRACTS OVER \$100,000)</b> | <input type="checkbox"/> YES | <input type="checkbox"/> NO _____ |
| <b>E. EVALUATION CRITERIA</b>                                      | <input type="checkbox"/> YES | <input type="checkbox"/> NO _____ |
| <b>F. DOCUMENTATION OF SELECTION</b>                               | <input type="checkbox"/> YES | <input type="checkbox"/> NO _____ |
| <b>G. PLAN TO MONITOR WORK</b>                                     | <input type="checkbox"/> YES | <input type="checkbox"/> NO _____ |

**II. CONSULTANT AGREEMENT****A. INTRODUCTION**

- |   |  |
|---|--|
| 1. Date of execution of agreement                         | Date: _____  |
| 2. Names, addresses, identifying data of agreeing parties | <input type="checkbox"/> YES <input type="checkbox"/> NO _____ |
| 3. Location and description of project                    | <input type="checkbox"/> YES <input type="checkbox"/> NO _____ |
| 4. Name of Local Agency Contract Administrator            | <input type="checkbox"/> YES <input type="checkbox"/> NO _____ |
| 5. Name of Consultant Project Manager                     | <input type="checkbox"/> YES <input type="checkbox"/> NO _____ |

**B. AGREEMENT**

- |                              |  |
|------------------------------|--|
| 1. Type of work to be done   |  |
| a) Detailed Scope of Work    | <input type="checkbox"/> YES <input type="checkbox"/> NO _____ |
| b) Consultant services       | <input type="checkbox"/> YES <input type="checkbox"/> NO _____ |
| c) Right of Way              | <input type="checkbox"/> YES <input type="checkbox"/> NO _____ |
| d) Subsurface investigations | <input type="checkbox"/> YES <input type="checkbox"/> NO _____ |

e) Obligations of local agency to consultant	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
f) Conferences, visits to site, inspection of work	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
g) Checking of shop drawings	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
h) Consultant services during construction	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
i) Deliverables and number of copies	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
j) Milestones and description of work for each	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
2. Date of beginning of contract	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
3. Payment methods	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
4. Record retention (three years) and right to audit	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
5. Contract Cost Principles and Procedures and Administrative Requirements (CFR 48, <i>Federal Acquisition Regulation System</i> , Chapter 1, Part 31 and CFR 49, Part 18)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
a) Covenants Against Contingent Fees Exhibit 10-D, (B6 [a])	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
b) Design Standards - Exhibit 10-D, (B6 [b])	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
c) Documentation - Exhibit 10-D, (B6 [c])	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
d) Ownership of Documents - Exhibit 10-D, (B6 [d])	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
e) Patent Rights - Exhibit 10-D, (B6 [e])	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
f) Copyrights - Exhibit 10-D, (B6 [f])	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
g) Changes in work - Exhibit 10-D, (B6 [g])	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
h) Delays and Extensions - Exhibit 10-D, (B6 [h])	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
i) Termination or Abandonment - Exhibit 10-D, (B6 [I])	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
j) Remedies - Exhibit 10-D, (B6 [j])	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
k) Disputes - Exhibit 10-D, (B6 [k])	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
l) Responsibility for Claims and Liability - Exhibit 10-D, (B6 [l])	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
m) General Compliance With Laws & Wage Rates - Exhibit 10-D, (B6 [m])	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
n) Subcontracting, Assignment and Transfer - Exhibit 10-D, [B6 (n)]	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
o) Consultant's Endorsement on Plans, etc. - Exhibit 10-D, (B6 [o])	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
p) DBE Considerations, Exhibit 10-D, (B6 [p])	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____
Local Agency Proposer/Bidder (Consultant Contracts)- UDBE Commitment – Exhibit 10-O (1), Local Agency Proposer/Bidder (Consultant Contracts) – Exhibit 10-(2), and Good Faith Efforts, (Exhibit 15-H)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____

- r) Nonlobbying Certification for Federal-aid Contracts Exhibit 10-P \* ☐ YES ☐ NO \_\_\_\_\_
- s) Debarment and Suspension Certification – Exhibit 12-E, Attachment E \* ☐ YES ☐ NO \_\_\_\_\_
- t) Notice to Bidders/Proposers Disadvantaged Business Enterprise Requirements and Instructions– Exhibit 10-I. ☐ YES ☐ NO \_\_\_\_\_
- \* Use form prepared for construction contracts
6. Insurance requirements ☐ YES ☐ NO \_\_\_\_\_
7. Ending date of contract: \_\_\_\_\_
- C. CONCLUSIONS (ACCEPTED LEGAL EXPRESSION, ETC.)** ☐ YES ☐ NO \_\_\_\_\_
- D. SIGNATURES** ☐ YES ☐ NO \_\_\_\_\_
- E. CERTIFICATIONS OF CONSULTANT AND AGENCY - Exhibits 10 F & G** ☐ YES ☐ NO \_\_\_\_\_
- F. COST PROPOSAL - Exhibit 10-H** ☐ YES ☐ NO \_\_\_\_\_

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Contract Administrator

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Date

Distribution: All Projects: Original to the Caltrans DLAE , one copy for the Local Agency Project file